

## **ED Records Schedule**

**SCHEDULE LOCATOR NO.:** 217

**APPROVED DATE:** 09/29/2003

**TITLE:** Hotline Records of the Inspector General

**PRINCIPAL OFFICE:** Office of the Inspector General

**NARA DISPOSITION AUTHORITY:** N1-441-02-1 Item 3a, 3b, 3c

### **DESCRIPTION:**

This schedule covers audit, investigative, analysis, inspection and other records created by the Office of Inspector General (OIG) within the Department of Education as well as those acquired by the OIG in the course of business.

The OIG is responsible for conducting, controlling, and reviewing audits, investigations, inspections, analysis, evaluations, and other appropriate reviews relating to the programs, operations, and activities of the Department, including Federal Student Aid (FSA) (Performance Based Organization-BPO). In this capacity, the OIG provides leadership, coordination and recommendations to improve performance (efficiency and effectiveness), and to detect or prevent fraud, waste and abuse in the administration of the programs, operation, and activities of the Department.

### **DISPOSITION INSTRUCTIONS:**

a. Hotline Complaint Files

Consist of information compiled for use to alert the OIG of potentially serious problems as well as to apprise the Department's management of administrative problems.

#### **TEMPORARY**

Cut off files at the end of the fiscal year in which the complaint is resolved. Destroy 5 years after cut off.

b. Hotline Chronological Files

Consist of letters and email correspondence sent to the hotline office and responses by the office as well as copies of the monthly statistical compilations of complaints received.

#### **TEMPORARY**

Cut off files at the end of the fiscal year. Destroy 3 years after cut off.

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### c. Hotline Tracking System Master Data Files

This system is used to track hotline complaints by recording pertinent information about complaints. The system contains the hotline control number and the departmental program involved.

#### **TEMPORARY**

Destroy/delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable.

#### **IMPLEMENTATION GUIDANCE:**

Follow the disposition instructions in ED 086 Information Systems Supporting Materials for system software; input/source records; output and reports; and system documentation.

#### **ARRANGEMENT/ANNUAL ACCUMULATION:**

#### **PREVIOUS DISPOSITION AUTHORITY/CONTACT:**

#### **SPECIFIC LEGAL REQUIREMENTS:**

#### **SPECIFIC RESTRICTIONS:**

**BUSINESS LINE:** Compliance